



**STATE OF MONTANA
MONTANA DEPARTMENT OF TRANSPORTATION
JOB PROFILE**

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Update

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Formal Review

Date Submitted 09/18/2017

SECTION I - Identification

Working Title:

Safety and Education Bureau Chief

Department:

Montana Department of Transportation

Job Code Number:

111917

Division & Bureau:

Aeronautics Division
Safety and Education Bureau

Job Code Title:

Program Manager

Section & Unit:

Pay Band:

7

Work Address:

2360 Airport Road
Helena, MT 59602

Position Number:

04002

Phone:

444-2506

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FLSA Exempt

☒

FLSA Non-Exempt

☒

Non-Union

☐

MPEA

☐

Blue Collar

Profile Completed By:

Debbie Alke

Work Phone:

406-444-9569

Work Unit Mission Statement or Functional Description:

The Safety and Education Bureau is responsible for all aspects of developing, fostering and promoting aviation safety and educational training programs for pilots and other aviation professionals throughout the state. This includes administration and training of division pilots, airport managers, local ground teams, other emergency contacts and 14 district coordinators and 300 volunteer pilots. The bureau also provides educational and training opportunities for a variety of aviation professionals, students and educators. Coordinates with a variety of aviation related entities in the state to conduct state aerial search and rescue efforts, including Disaster and Emergency Services, Federal Aviation Administration, Sheriff Department's, Highway Patrol, US Air Force Rescue Training Center and a vast volunteer network of pilots, district coordinators and observers within 14 districts.

The Bureau is also responsible for registering and maintaining a database of all pilots and aircraft within the state in accordance with state statute, acting as a liaison and subject expert for all other aviation related items related to civil pilots and flight training.

Describe the Job's Overall Purpose:

The Safety and Education Bureau Chief administers and oversees various aviation education programs, policies, employees and budgets. Directs, plans, and oversees the division's aviation programs and services to ensure overall quality, safety, efficiency, and consistency with state and federal standards and requirements.

Coordinates all bureau functions, programs, policies, employees and budgets. This includes all aspects of developing, fostering and promoting aviation safety and educational training programs for pilots and other aviation state agencies throughout the state. This includes program management for aerial search and rescue; develops and implements multiple aviation related training and clinics, as well as coordination of a vast volunteer network of pilots, district coordinators and observers throughout the state.

Serves as a liaison between the Division and other local, state and federal organizations such as the Federal Aviation Administration, the National Transportation Safety Board, the Air Force Rescue Coordination Center, Department of Homeland Security and others and represents the state at local, state, national and international meetings. Serves as the media contact as needed and acts as the division spokesperson to many public and private entities regarding technical aviation related topics and may act as the division spokesman to many public and private entities'.

Supervises 2.0 FTE and reports directly to the division administrator. State wide travel is required. Travels throughout the state in state aircraft to perform these duties. The position is on call for search and rescue duty on a recurring basis and as needed.

SECTION II - Major Duties or Responsibilities

This section should be a clear concise statement of the position's major duties and the approximate percent of work time for each duty

% of Time

Program Development and Administration

70%

Develops, coordinates, updates, maintains, and administer various aviation related training for the division. Programs may include Search and Rescue (SAR), Mountain Pilot Search Clinic, Winter Survival, Teachers Work Shop, Art Contest, Aircraft and Pilot registration, and Flight Instructor Refresher Clinic. Duties include development and delivery of training, coordination with a variety of aviation contacts and entities for the purpose of conducting liaison activities, research of latest technology and techniques, contract negotiation and quality assurance. Ensures all training programs and procedures meet the requirements of the Office of Public Instruction to receive accreditation approval and the Federal Aviation Administration regulations. Maintains compliance with all contract standards and negotiates contract agreements that protect MDT and provides the safest program for the department. Organizes training to the latest industry standards for both air and ground student curriculums. Creates, monitors, and manages all income and expenditures related to each program.

- Manage, train and provide leadership for the Search and Rescue (SAR) program for activated ELTs and missing aircraft. Serves as a liaison between the Division and other local, state and federal organizations such as the Federal Aviation Administration, the National Transportation Safety Board and the US Air Force Rescue Coordination Center and represents the state of Montana at local, state, national and international SAR meetings. May serve with others as the main point of contact when an aircraft goes missing to include: gatherings vital information; assessing a wide variety of variables; making critical decisions within a moment's notice; contacting appropriate district coordinators (14 district coordinators) and any volunteer pilots while organizing, implementing, and directing all procedures that need to take place. May team

with law enforcement agencies, communicate with concerned family members and act as search coordinator directing the search and volunteers. May serves as agency PIO with all media sources during the event. Trains volunteers statewide on search patterns and air search grids to ensure mission readiness. Creates, monitors, and manages all income and expenditures related to this program.

- Develop and conduct training curriculum and search techniques for the Search Pilot Clinic. This includes developing training curriculum and search techniques. Contracts with clinic search pilots, civil aircraft owners and other instructors for aircraft use during the clinic. Makes sure all training is completed to the safest standards, instructs volunteer pilots and contract instructors to ensure compliance with division, and federal standards.
- Manage and implement the annual 3 day winter survival clinic; assures contracts for the program are accurate and complete and that the training meets the latest safety and survival techniques. Gives educational talks and presentations on a variety of topics in support of the program. Creates, monitors, and manages all income and expenditures related to this program.
- Manage and implement the annual 17 hour flight instructor's refresher clinic. Secures a contractor and/or conducts the program internally to allow for an in-house training program. Must secure FAA certification and assures the program is in compliance with the federal aviation regulation Part 61:1 Creates, monitors, and manages budget regarding this clinic.
- Conducts refresher and observer programs and teaches airport managers, search and rescue volunteers and other agencies to properly use ELT direction finding equipment ensuring all processes, procedures and policies are up to date and that parties are efficient and ready to operate equipment and assist when needed.
- Program planning, implementation and evaluation for the divisions programs and clinics including a yearly accredited Teachers Work Shop program and Aviation Awareness Art Contest.
- The position manages and directs the ongoing implementation of the Montana aircraft and pilot registration statutes: ensures fees are calculated appropriately; assesses late fees per state law; coordinates with agency legal counsel, Federal Aviation Administration (FAA) and local county attorneys for enforcement. The position is responsible for registering and maintaining a database of all pilots and aircraft within the state in accordance with state statute. Educates pilots and aircraft owners on state requirements by writing articles, speaking at public events.
- May serves as agency Public Information Officer (PIO) with all media sources during an aircraft search and at other events; clinics and training.

Bureau Operations and Management

15%

Performs program planning, operation, monitors and ensures compliance with established operational policies and procedures and achieves goals through weekly meetings, status reports and operation manuals; ensures the division follows and implements FAA flight standards with concern to flight and ground training. Ensures the Division is current for all search and rescue procedures. Reviews project plans, timelines, and implements programs based upon completed discussions and research to include other MDT staff and administrator.

- Develops and establishes procedures to ensure that the program operations are efficient and effective in meeting the Department and Division performance goals as well as protect and

assist with division function, for long and short-term plans, objectives and management strategies for program implementation.

- Monitors program budgets, budget projections and revenues. This involves formulating, monitoring and managing a budget sufficient to support the safety and education programs. Will develop recommendations for budget allocations and appropriate fees for services.
- Develops both short and long term budget planning utilizing various budgeting tools such as the Budget Development Systems (BDS) and Executive Planning Process (EPP). Reviews goals and objectives for various projects and programs the position is responsible for, develops reasonable budget projections and cost estimates and utilizes the information gathered to assist division personnel in developing both long and short term budgets.
- Manages program income and expenditures to ensure allocations are shown as designated and tracks funding levels through review of fiscal reports and approval of expenditures. Works closely with the division financial contact to adjust, modify and verify current and ongoing budget issues. Reviews and requests and adjustments to monthly budget status reports and meets monthly with appropriate personnel to closely monitor budget. Researches and makes recommendations to change projects, programs or revenue sources (i.e. fees), based on budget and Department guidelines. Tracks and Monitors program expenditures to ensure that money is allocated as designated and tracks funding levels through review of fiscal reports and approval of expenditures.
- Contract management for the bureau. This involves initiating and negotiating contracts as well as maintenance and updating of MOU's.
- Ensure the aircraft insurance policy is in line with fleet standards. Incumbent must write and manage numerous contracts and ensure appropriateness for legal content, workers' compensation insurance and other state requirements.
- Identifies future trends and needs, reviews new technology and equipment for appropriateness, resource allocation and training. Responsible for staying current with changing aeronautic/aviation technology and training to ensure all MDT pilots operate with in current guidelines and regulations
- Direct supervision, involving conducting meetings, disseminate information, and promotes information exchange for support and advancement of Department goals, identify staffing needs, manage employee performance, implement corrective disciplinary actions when necessary and resolve grievances at the lowest level whenever possible.
- Prepare legislative testimony, track legislation, prepare fiscal notes in support of legislative process.

Chief Flight Pilot / Instructor

10 %

Oversees the Division's flight operations: serves as MDT Aeronautics Division chief pilot; instructs division pilots in a variety of flight including mountain flying and emergency procedures with evaluations and discussions on performance with pilots and division administrator. Responsible for division pilots safety to correct unapproved flight procedures and provides recommendations for corrective action if need be.

- Schedules, develops and conducts monthly pilot ground, flight training and standardization for the Division pilots to guarantee all division pilots remain flight legal with biennial flight reviews,

minimum monthly flights, emergency training as well as records management of pilot records. Responsible for approving pilot flight requests.

- Researches and evaluates the latest in aviation navigation technology to enhance safe flight operations in order to remain current with Federal Aviation Regulations, division requirements and new aviation methods and technologies available for training.
- The position is the technical expert in a wide variety of aviation subject matters. Manages and responds to interrelated issues involving aircraft owners, other agencies and parties.

Other Duties

05 %

- Attends ongoing education, training and a variety of industry meetings with local, state and federal officials, responsible for writing aviation articles, curriculum and letters focusing on safety when appropriate.
- Responsible for on call search and rescue 24 hours a day on a recurring basis and as needed. In the event of an actual air search position may orchestrate overall search efforts which may include search flying and travelling to the site of the search base.
- Acts on behalf of the Division Administrator when requested and performs other projects as assigned by the administrator and the director in support of MDT's mission and the division objectives.
- May serve as first responder for the Division.
- Oversees and contributes to the Division newsletter.

The following duties and/or specific tasks listed under section II above are considered "essential functions" because they require specialized expertise and skill and are the primary reasons the job exists (they must be performed by this position with or without accommodations):

Program Development and Administration-70%

Bureau Operations and Management-15%

Chief Flight Instructor and Pilot-10 %

Must maintain active flight status and fly to any location in the state

Physical demands that are associated with essential functions:

- Moderate lifting up to 50 lbs. associated with moving aircraft and operating a tug
- Physically fit to operate an aircraft in day and night conditions, loading and unloading the aircraft, conducting airport work sessions, flying into mountain airstrips, hauling tools and supplies, and working on the airstrips in cooperation with other division personnel, the USFS and pilot organizations.
- Ability to handle exposure to extreme weather conditions and be able to do the physical labor required of each clinic. Actively participate in educational programs, such as building and sleeping in a snow shelter.
- The ability to pilot self in high performance, single engine aircraft in and out of remote, challenging, unpaved, primitive, high elevation airports in a diverse range of weather conditions.
- Must have the ability to travel, this may be in one of the state airplanes.

- Requires the possession of and the ability to maintain an FAA commercial pilot certificate; instrument rating; flight instructor rating and third class medical.
- Requires the successful completion of periodic flight checks and flight training of others

Mental demands that are associated with essential functions:

- Must be able to handle the mental stress associated with challenging flight assignments
- Ability to deal with stress during an aircraft search/accident.
- May work long hours and weekends during an air search.
- Must be able to communicate effectively with family members, friends and the media in the event of an aircraft accident
- Must be able to use diplomacy and tact in a variety of difficult situations.
- Must be able to effectively communicate with Division administrator when making critical decisions.
- Mental demands include; defining a problem, choosing a course of action, assessing risk and recognizing hazardous attitudes.
- Performing under stressful, confidential and time-sensitive circumstances.

2. **Does this position supervise others?** ☒ Yes ☐ No

Number directly supervised: 2 FTE and 300 statewide volunteer pilots and coordinators
Position Number(s) of those supervised: 04019 and 04018

3. **Attach an Organizational Chart.**

SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.

Critical knowledge and skills required for this position:

KNOWLEDGE:

Must have extensive knowledge of state and federal regulations regarding aviation and aeronautics. Knowledge of FAA advisory circular regulations and FAA parts 61, 91, 119, 135, and 141 when interpreting program requirements of state, federal, national and industry guidelines.

Knowledge of general aviation aircraft and operating considerations; flight principles associated with mountain environments and aviation weather; weight, balance and performance limitations of aircraft.

Expert knowledge on search and rescue (SAR) management skills including strategy and tactics and using the correct application of resources and planning and management.

Knowledge of adult educational and training methods Expert knowledge of mountain flying, flight and ground training.

Knowledge of human behavior human needs and defense mechanisms and barriers to effectively communicate.

Requires knowledge of contract administration; applicable state and federal standards; technical and legal documentation standards; principles of negotiation and conflict management; and requires knowledge of program development, management, and budgeting methods.

Knowledge of Department and State personnel procedures and policies, employment law, program requirements, personnel management practices and techniques, state budgeting and accounting systems and the legislative process.

General knowledge of public relations and media in order to handle sensitive news related items and discern what information is appropriate to disseminate to media and public.

SKILLS:

Skill to make critical decisions under sometimes stressful circumstances during mountain flights, inclement mountain weather, air search grids, mountain navigation and search strategies and with outside pressure.

Expert in conducting search and rescue (SAR) techniques as well as directing, organizing and coordinating staff and volunteers on projects.

Skill with public speaking and presentations when planning and presenting aeronautical instructional activities, technical and sensitive information both on the ground and during flight training. . Skills in comprehensive feedback, critique and evaluation are essential.

Effective communication skills, relationship building with federal, state, local, contractors, consultants, industry representatives as well as public contacts.

Skilled in the syllabus and content format of instruction.

Judgment to discern what news related information is acceptable for release to news outlets and/or media.

Experience in using standard office software applications (e.g., Microsoft Word, Excel,)

Behaviors required to perform these duties:

See MDT Core Behaviors

Education:

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- | | |
|---|--|
| <input type="checkbox"/> No education required | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input type="checkbox"/> High school diploma or equivalent | <input checked="" type="checkbox"/> Related Bachelor's Degree |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree |

Please specify the acceptable fields of study:

Acceptable: Bachelor's degree in Aeronautical Science, Professional flight, Business, Education or any other relative field.

Other education, training, certification, or licensing required (specify):

Must possess the following:

Commercial Pilot Certificate with Instrument Rating Flight Instructor Certificate (250 hours of instruction given)

Current FAA Medical Certificate

Ability to pass an annual flight review
Ability to pass an annual flight review
Minimum of 750 hours PIC (500 hours must be airplane, single engine land (piston))

Experience: Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- | | |
|---|---|
| <input type="checkbox"/> No prior experience required | <input type="checkbox"/> 3 years |
| <input type="checkbox"/> 1 year | <input type="checkbox"/> 4 years |
| <input type="checkbox"/> 2 years | <input checked="" type="checkbox"/> 5 or more years |

Other specific experience (optional):

500 hours airplane, single engine land (piston) required. Five years' experience as a flight instructor or Chief pilot is required (Three years must be active flight instruction with 250 hours instruction given). Flight experience must be current. Low altitude mountain flying experience (airplane, single engine land (piston)), search and rescue experience and Instrument Flight Instructor Certificate are preferred.

Alternative Qualifications:

This agency will accept alternative methods of obtaining necessary qualifications.

☒ Yes ☐ No

Alternative qualifications include:

A combination of related education and experience may be substituted on a year-for- year basis to achieve the minimum qualifications. There is no substitute for the required aviation certifications.

SECTION IV – Other Important Job Information

- | | |
|--|--|
| <input type="checkbox"/> Fingerprint check | <input checked="" type="checkbox"/> valid driver's license |
| <input checked="" type="checkbox"/> Background check | <input checked="" type="checkbox"/> other |

SECTION V – Signatures

Signature indicates this statement is accurate and complete.

Employee:

Name: _____ Title: _____

Signature: _____ Date: _____

Immediate Supervisor:

Name: _____ Title: _____

Signature: _____ Date: _____

Bureau Chief:

Name: _____ Title: _____

Signature: _____ Date: _____

Division/District Administrator:

Name: Debbie Alke _____ Title: Administrator

Signature: _____ Date: _____

Department Designee:

Keni Grose/Designee _____ Title: Administrator, Human Resources Division

Signature: _____ Date: _____